

**Defense Logistics Agency  
Enterprise Rotation Program Process**

**NOTES:** Organizations may customize the process below for use in their Organization Rotation Program

Please refer to DLA's rotation web site for additional information and contacts:  
<http://www.hr.dla.mil/resources/workforce/rotation/>

**DEFINITIONS**

- Enterprise Rotation Program Manager: A DLA Human Resources Services, DLA Training representative who manages the Enterprise Rotation Program.
- Organization Rotation Program Manager: An organization-designated individual, or DLA Human Resources Services, DLA Training Forward Presence representative who has oversight of an Organization Rotation Program, provides support of program activities, and helps ensure program objectives are met.
- Host Supervisor: The supervisor with the rotational assignment
- Interested Employee: Any DLA civilian employee who meets the rotational assignment requirements
- Participant: An employee selected for a rotational assignment
- Parent Supervisor: The participant's supervisor of record

ACTION No.	ACTION OFFICER	PROCESS
1.	Enterprise Rotation Program Manager	Request rotational assignments through DLA organizational points of contact (POCs).
2.	Host Supervisor	Submit the <b>Rotational Assignment Description</b> to the Enterprise Rotation Program Manager.
3.	Enterprise Rotation Program Manager	<ul style="list-style-type: none"><li>▪ Review and edit assignment descriptions as needed.</li><li>▪ Enterprise Rotation Program Only: Post rotational assignment opportunities on DLA's rotation web site: <a href="http://www.hr.dla.mil/resources/workforce/rotation/">http://www.hr.dla.mil/resources/workforce/rotation/</a></li></ul>

		<ul style="list-style-type: none"> <li>▪ Announce availability of rotational assignment opportunities to employees via DLA organizational POCs.</li> <li>▪ Respond to inquiries.</li> </ul>
4.	Interested Employee	Submit the <b>Enterprise Rotation Program Participant Nomination</b> to the Host Supervisor by the “Nomination Package Due Date” listed on the <b>Rotational Assignment Register</b> .
5.	Host Supervisor	<p>Review nomination packages and select a participant for the rotational assignment.</p> <ul style="list-style-type: none"> <li>– Notify the selected participant and their supervisor of the selection and finalize assignment dates.</li> <li>– Notify the employees who were not selected for the assignment.</li> </ul>
6.	Participant	Prepare, sign, and submit the <b>SF 182</b> (Authorization, Agreement, and Certification of Training) including the Continued Service Agreement to the parent supervisor for approval.
7.	Parent Supervisor	Prepare the Request for Personnel Action (SF 52) for inclusion in the Employee’s Official Personnel File (EOPF) to document the participant’s rotational assignment.
8.	Host Supervisor	<ul style="list-style-type: none"> <li>▪ Prepare the <b>Enterprise Rotation Program Memorandum of Agreement</b> (MOA) in coordination with the Participant and his or her Parent Supervisor.</li> <li>▪ Meet with the Participant and Parent Supervisor to discuss and finalize the MOA with particular attention to the sections on assignment deliverables and expectations.</li> <li>▪ Sign the MOA and provide a copy to the Participant, the Parent Supervisor, and the J1 Forward Presence representative.</li> </ul>
9.	Host Organization	<ul style="list-style-type: none"> <li>▪ Provide <b>Enterprise Rotation Program Orientation Briefing</b> to the Participant, Parent Supervisor, and Host Supervisor to include, but not limited to: roles and responsibilities; travel and per diem, Defense Travel</li> </ul>

		<p>System, and lodging if applicable; ethics; and progress reviews.</p> <ul style="list-style-type: none"> <li>▪ Arrange for necessary resources, i.e., computer, work station, etc.</li> </ul>
10.	Host Supervisor	<ul style="list-style-type: none"> <li>▪ Remind the participant to change their supervisor in LMS to the Host Supervisor.</li> <li>▪ Review Participant's strengths and development objectives at the beginning of the assignment.</li> <li>▪ Clarify expectations and deliverables for the assignment with the Participant at the beginning of the assignment.</li> <li>▪ Identify a co-worker to help the Participant transition smoothly into the assignment and to assist the Participant with job-related questions.</li> <li>▪ Meet with the Participant regularly to discuss his or her progress and ensure progress reviews are completed on schedule.</li> <li>▪ Provide the Participant and Parent Supervisor with a final written performance review at the conclusion of the assignment.</li> <li>▪ Notify the J1 Forward Presence representative and the Enterprise Rotation Program Manager when the participant completes their rotational assignment.</li> <li>▪ Complete the <b>Host Supervisor End of Assignment Rotation Program Evaluation</b> upon the Participant's completion of the assignment.</li> </ul>
11.	Participant	<ul style="list-style-type: none"> <li>▪ Fully engage in the assignment and Host Organization.</li> <li>▪ Keep communications open with your Parent Supervisor throughout the assignment.</li> <li>▪ Complete the <b>Participant End of Assignment Rotation Program Evaluation</b> upon completion of the assignment.</li> <li>▪ Change your supervisor in LMS to your parent supervisor. (You will receive a reminder from LMS.)</li> </ul>

		<ul style="list-style-type: none"> <li>Complete the <b>Participant Follow-up Rotation Program Evaluation</b> approximately 6 months after completing the assignment.</li> </ul>
12.	Parent Supervisor	<ul style="list-style-type: none"> <li>Help the participant transition back into their position of record and apply the knowledge and skills developed during their rotational assignment.</li> <li>Complete the <b>Parent Supervisor Follow-up Rotation Program Evaluation</b> approximately 6 months after the participant completes their assignment.</li> </ul>
13.	Enterprise Rotation Program Manager	<ul style="list-style-type: none"> <li>Record completion of the rotational assignment in LMS NOTE: The Enterprise Rotation Program Manager will record completions for rotational assignments under the Enterprise Rotation Programs.</li> </ul>